



## Final Map Information and Submittal Requirements Checklist

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# FINAL MAP

**FINAL MAP.** The purpose of this application is to consider a final map (FM) as required in connection with an application for a subdivision of land pursuant to the Subdivision Map Act. The applicable code section dealing with final maps is 20.24 and should be consulted for complete information.

Final maps can be permitted only if approved by the City Council in accordance with the process outlined in section 20.24 and if all requirements for a final map are met. Approval of a final map occurs as a consent calendar item before the City Council.

Final maps, together with any required improvement agreements and security, shall be submitted to the Community Development Department. After receipt of all necessary information, the Engineer shall examine the final map for sufficiency of affidavits and acknowledgements, correctness of surveying data, and other matters to ensure compliance with the Subdivision Map Act and substantial compliance with the approved tentative tract map. A complete checklist of information required for submitting a final map follows this general overview.

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- Documentation with owner's and applicant's signature.
- Application fee as per the current fee schedule.
- Photographs of the existing property conditions.
- Letter of justification for the proposed final map.
- Written approval of any applicable homeowners' association.
- In addition to the requirements of the Subdivision Map Act, the final map shall be subject to the following requirements:
  - (a) Each final map shall bear the tract number, as assigned by the surveyor to the tentative map, which shall be followed by a subtitle consisting of a general description of all the property being subdivided, by reference to deeds, subdivisions or sectional surveys. References to tracts and subdivisions shall be spelled out and worded identically with the original records, with complete reference to proper book and page of record.
  - (b) Maps filed for the purpose of reverting subdivided lands to acreage shall be conspicuously marked under the number, "The Purpose of This Map is a Reversion to Acreage."
  - (c) If more than one sheet is required, each sheet shall be numbered, the relation of one sheet to another clearly shown and the number of sheets used shall be set forth on each sheet.
  - (d) The tract number, scale, north point and sheet number shall be shown on each sheet of the final map. If more than three (3) sheets are used, an index showing the entire subdivision, with lots numbered consecutively, shall be shown. The scale shall be fifty (50), sixty (60), one hundred (100) or two hundred (200) feet to the inch.
  - (e) Surveys made in preparation of final maps shall be made in accordance with standard practices and principles of surveying. A traverse of the boundaries of the subdivision and all lots and blocks shall close within a limit of error or one (1) foot in ten thousand (10,000) feet of perimeter.

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- (f) A Statement labeled "Map Notes" shall be shown on one sheet of the final map. Such Statement shall indicate the basis of bearings, what monuments were found, and what monuments and points were set, and shall include a key to symbols and abbreviations and such other information deemed necessary by the Engineer.
  - (g) A tract name shall not be shown on the final map.
  - (h) The boundary line of a subdivision shall be indicated by a border of light blue ink, having a width of approximately one-eighth of an inch (1/8"), applied on the reverse side of the tracing and inside such boundary line. Such ink shall be of such density as to transfer to a blue line print of such map and not obliterate any line, figures or other data appearing on such map.
- The following additional data shall be shown on each final map:
- (a) Dates of survey and of preparation of the map;
  - (b) Locations and names, without abbreviations, of all proposed streets and alleys, proposed public areas and easements and adjoining streets, named as approved by the Planning Commission and City Council;
  - (c) Net dimensions of all lots, with lots containing one (1) acre or more showing net acreage to the nearest hundredth of an acre;
  - (d) Centerlines of all streets, the lengths, tangent, radius and central angle or radial bearings of all curves, the bearings of radial lines to each corner of a curve, the width of each street, the width of the portion being dedicated and the width of the existing dedication, and the widths of rights-of-way of flood control or drainage channels and other easements appearing on the map;
  - (e) Sufficient data to determine readily the bearing and length of each line, with the required data provided separately for each line;
  - (f) Suitable primary survey control points;
  - (g) Ties to and recording references to adjacent subdivisions;
  - (h) Centerline data, width and sidelines of all easements to which the subdivision is subject. For any easement not definitely located on record, a Statement as to the easement shall appear on the title sheet. Distances and bearings on the sidelines of lots which are cut by an easement shall be so shown so as to indicate clearly the actual lengths of the lot lines. The width of the easements, the lengths and bearings of the lines thereof and sufficient ties to

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locate the easements definitely with respect to the subdivision shall be shown. The easement shall be clearly labeled and identified and, if already on record, proper reference to the records given.

Easements being dedicated shall be so indicated in the certificate of dedication. Easements shall be shown on the map by broken lines;

- (i) Clear indication of stakes, monuments or other evidence found on the ground to determine the boundaries of the tract; and
  - (j) A note stating that the setback lines shall conform to the existing zoning, without showing actual setback lines.
- 3-sets of certified mailing labels with a radius map of all properties within 300-feet of the project site (may be extended to 500-feet).
  - Other information as required per the request of the Community Development Director.
  - Additional information required for a final map may include: certificates required by the Subdivision Map Act; lot numbers beginning with the number "1" with no omissions nor duplications; supplementary documents; plans and specifications of proposed improvements, with necessary bonds posted; copy of protective covenants to be recorded.